



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

Klamath Basin Ecosystem Restoration Office  
6610 Washburn Way  
Klamath Falls, OR 97603  
(541)885-8481 FAX: (541)885-7837

June 1, 2003

To All Parties Interested in Submitting Watershed Restoration Proposals:

The Department of the Interior, U.S. Fish and Wildlife Service (USFWS) is pleased to announce the Fiscal Year 2004 request for watershed restoration proposals (RFP) in southern Oregon and northern California. Funding is anticipated in two programs:

### **Hatfield Restoration Program**

~\$880,000 which includes ~\$200,000 for watershed planning, assessment, geologic surveys, research, and monitoring projects, and ~\$65,000 for outreach and education projects

### **Partners for Fish and Wildlife Program (PFW)**

~\$210,000

Proposals will be evaluated to determine program eligibility; proposals need to be cost effective. Projects that have a strong match from another funding entity will be given priority. It is recommended that proposals for larger projects (> \$30,000) be submitted under the administration of an appropriate organization that is capable of completing the permitting requirements and implementing an on-the-ground project. Non-profit groups are encouraged to submit proposals on behalf of private landowners.

Your proposal may be eligible for funding from more than one program. If you choose to apply **only** for the PFW Program, **you only need to fill out the PFW form.**

**Applications must be postmarked or received at the Klamath Basin Ecosystem Restoration Office (ERO) by Friday, August 1, 2003.**

Questions should be directed to: Andy Hamilton, Akimi King, Sue Mattenberger, Dave Ross or Faye Weekley at (541) 885-8481. This RFP is also available on the Internet at:  
<http://klamathfallsfwo.fws.gov/ero/rfp2004.html>

Sincerely,

Curt Mullis  
Field Supervisor

## GENERAL INFORMATION

### Eligibility

Funding for these restoration programs is contingent upon congressional appropriations allocated to each program. Anyone is eligible to apply for these watershed restoration funds as long as the program requirements are met. The table on page four summarizes program eligibility and requirements. Proposals for projects intended to satisfy mitigation for any regulatory requirement will not be considered for funding.

## PROJECT AGREEMENTS

Results of project work must be maintained for a minimum of 10 years with exceptions (certain outreach and education, assessment, and research type projects). Agreements for longer than 10 years are encouraged.

The Landowner, agency, or other entity that is the recipient of funds for the project is the Cooperator. A Cooperative, Intra-agency, or Inter-agency agreement is required between the USFWS and the Cooperator. This is a fiscal document that provides for the transfer of funds for the project, among other things. If the Landowner is not the Cooperator, then the Landowner, Cooperator, and the USFWS must sign a **Watershed Restoration Agreement**. This agreement provides for the following: 1) to establish and facilitate cooperation, 2) to identify and clarify the roles of all the parties in the implementation of the project work plan, and 3) to authorize access to the project site for purposes of meeting environmental regulatory requirements, project implementation, and monitoring.

### Project Development Assistance

Technical assistance in developing your proposal is available from the USFWS. We recommend you contact the Klamath Basin Ecosystem Restoration Office for guidance regarding development of your proposal. Development of your proposal with the USFWS prior to submission will result in a better understanding of your project.

## **Submission Procedures**

In order to qualify for Fiscal Year 2004 funding, your application must be postmarked or received by **Friday, August 1, 2003**. Please submit ONE SINGLE-SIDED ORIGINAL of the complete application.

**Please send your application packet to:**

**Klamath Basin Ecosystem Restoration Office  
6610 Washburn Way  
Klamath Falls, OR 97603  
Attention: Joni Drinkwater**

## **Monitoring**

All on-the-ground projects must have an appropriate effectiveness monitoring component. Photo monitoring is the minimum requirement and advanced monitoring is encouraged.

## **Evaluation criteria**

Generally, proposals are ranked on the following criteria:

Contributes to species recovery	Landowner participation
Benefits habitat	Benefits community economics
Improves hydrologic function	Employment and training opportunities
Project Location	Outreach/education
Treats causative limiting factors	Cost-share
Technical design	Critical Landowner
Monitoring	Contract performance
Cost efficiency	

## **Administrative Issues that Apply to the Hatfield Restoration Program**

Administrative overhead expenses are those mandatory costs required by the cooperating agencies and organizations to support the primary organization. These costs should not exceed 15 percent of the amount requested.

## **Environmental/Cultural Resource Requirements and Permits**

The U.S. Department of Interior is responsible for ensuring that all funded watershed restoration projects meet applicable federal, state, and local environmental and cultural resource regulations, such as the National Environmental Policy Act, contaminants review, the Endangered Species Act, and the National Historic Preservation Act **before** project activities begin. Project site visits by restoration personnel are required to complete the mandatory environmental documentation. Landowners, it is necessary to secure land use permits necessary to implement the project, such as Clean Water Act section 401 and 404 permits, or Oregon Division of State Lands permits. USFWS staff are available to assist with this process.

The following table **summarizes** program **eligibility** and program **emphasis** according to project type and geographic area.

<b>PROJECT EMPHASIS</b>	<b>FUNDING PROGRAMS</b>	
	<b>Hatfield</b>	<b>Partners for Fish &amp; Wildlife</b>
<b>On-the-Ground Restoration</b>	Yes	Yes
<b>Outreach and Education</b>	Yes	Yes
<b>Planning and Watershed Assessment</b>	Yes	No
<b>Research, Monitoring and Surveys*</b>	Yes, if leads to habitat and/or water quality restoration	No
<b>Reduce Drought Impacts</b>	Yes, if project meets other requirements	Yes, if fish and wildlife habitat benefit
<b>Economic Development &amp; Stability</b>	Yes, if project meets other requirements	No
<b>Cost-share Requirement</b>	Not required; however, cost-share beneficial to funding approval	Approximately 50% cost-share required
<b>Geographic Area</b>	Klamath River Watershed at the OR/CA state line, including Lost River basin and Butte Valley with emphasis on projects upstream of Link River Dam	Southern Oregon and Northern California

**Proposals for funding of project maintenance, land acquisition, and mitigation will not be considered for funding.**

\*For example: topographic, geomorphic, plant & animal surveys.

## **Proposal Evaluation and Selection Process**

### **Hatfield Restoration Program**

Proposals will be evaluated based on a field review by technical experts. Proposals will then be ranked using a set of established criteria.

#### **Goals**

- ★ Restore fish and wildlife habitat which contributes to the recovery and de-listing of threatened and endangered species with a focus on the Lost River and shortnose suckers.
- ★ Restore water quality, quantity, and timing of release necessary to support healthy riparian, aquatic, and wetland ecosystems in the Upper Klamath Basin.
- ★ Promote ecological projects which lead to economic stability and reduced impacts of drought.
- ★ Promote outreach and education activities which foster long term stewardship of natural resources, emphasizing water quality, endangered species, and wetland and riparian values. Projects that have an on-the-ground restoration or enhancement component will be given higher priority.
- ★ Emphasis will be placed on developing restoration projects on private lands, administered by an appropriate organization that is capable of completing the permitting requirements and implementing an on-the-ground project. Non-profit groups are encouraged to submit proposals on behalf on private landowners.

### **Partners For Fish and Wildlife Program**

Proposals will be evaluated for eligibility and selected based on office program goals and cost/benefit information. Use of matching funds from other funding sources are strongly encouraged. Generally, projects are limited to \$25,000 or less. Funds are available for private land projects only.

#### **Goals**

- ★ Implement and promote habitat conservation on private lands which benefit fish and wildlife species.
- ★ Develop partnerships necessary to accomplish habitat conservation.
- ★ Inform and educate the general public on the importance of habitat conservation and encourage their participation in these efforts.

# **PARTNERS FOR FISH AND WILDLIFE PROGRAM APPLICATION**

## **1. Proposer information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

## **2. Location of Project:**

Legal Description: T\_\_\_\_\_ R\_\_\_\_\_ Sec(s)\_\_\_\_\_ County/State \_\_\_\_\_

## **3. Project Objective:**

## **4. Project Description:**

## **5. Benefits to fish and wildlife habitat:**

## **6. Estimated Budget:**

Amount Requested: \$ \_\_\_\_\_

Amount Landowner cost-share or in-kind contribution: \$ \_\_\_\_\_

Other contributions: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

## APPLICATION

Information requested on this application may be subject to release to the general public. Your submission of an application for federal funds from the programs offered in this RFP authorizes the release of appropriate application information.

**Instructions:** You must submit your application(s) in the following format. Be clear, concise, and BRIEF when completing the application. Please read the questions *carefully*, and answer all items completely. Responses will be used to evaluate the proposals.

If you are applying for **Partners for Fish and Wildlife**, use the Partners for Fish and Wildlife Application instead of the full application.

1. **Project Title:** Use a descriptive title which identifies the geographic area of the project.
2. **Project Proposer/Organization:** Name, title, address, city, state, county, zip code, telephone, fax, E-mail.
3. **Funding Requested (\$):** This is the total dollars you are requesting from USFWS.
4. **Other Contributions (\$):**
  - a. Non-Federal Cost-Share is a contribution by a landowner, non-federal agency, or business, of cash or other contributions that would otherwise require funds.
  - b. Other Federal Funds are those being contributed through another federal funding program.
5. **Location and Land Use:**
  - a. **Map:** Include a U.S. Geological Survey (USGS) 7.5 minute quad, including the quad name, and mark the project location on the map.
  - b. **Legal Description:** Provide all applicable Township, Range, Section, and Quarter Sections containing the project location.
  - c. **Watershed:** Identify the smallest stream tributary and watershed(s) where the project will occur. **Example:** *Jack Creek, tributary of Sprague River.*
  - d. **Habitat Description:** A *brief* description of the habitat at the site and within the watershed. **Example:** *Second and third growth Coast Redwood and Douglas-fir forest with mixed hardwood species.*
  - e. **Land Use:** A *brief* description of the land use history and the current land use at the site and within the watershed. **Example:** *Historically used for timber production, currently used for cattle grazing.*
6. **Factors Limiting the Function of the Watershed (if applicable):** What are the factor(s) limiting the function of the watershed? Identify probable sources.
7. **Project Objectives:** Objectives should be measurable and quantifiable.

**8. Project Description:**

**Identify one:** Be sure to indicate how the project would address drought and economic stability, if applicable.

**On-the-ground restoration?**

☐ Complete Part 8.A

**Watershed assessment, surveys, research, or monitoring?**

☐ Complete Part 8.B

**Outreach and education?**

☐ Complete Part 8.C

**Part 8.A. On-the-Ground Restoration--Project Description and Proposed Treatment:**

- 1) Describe what you are planning to do.
- 2) Identify methods and designs.
- 3) Quantify the area to be treated.

**Part 8.B. Watershed Assessment, Plan, Research or Monitoring--Project Description:**

- 1) Describe what you are planning to do.
- 2) Identify methods and designs.
- 3) Reference assessments, planning information or other monitoring work already completed.
- 4) Identify specific products resulting from the assessment. **Example:** *Number of road miles inventoried and number of stream crossings to be treated.*

**Part 8.C. Outreach and Education--Project Description:**

- 1) Discuss: Need, Target Audience(s) and Program Recognition and Awareness.

9. **Landowner Participation:** Provide the name and phone number of each landowner involved in this proposal. Indicate how landowners will participate in this project.
10. **Other Partners/Cooperators:** Identify all partners and explain the extent of their participation in the project.
11. **Monitoring Plan:** Proposals should include a plan to monitor project effectiveness. Identify the methods planned for monitoring the project.
12. **Land Management Plan:** Describe how the Landowner(s) plans to utilize the project area during the term of the agreement (e.g. grazing strategy in project area including season of use, number and type of livestock, watering strategy, water management regimes for wetland restoration).
13. **Project Schedule:** Provide the projected schedule of events (including in-stream work periods) from the beginning of the project through completion.
14. **Budget:** Attach a completed budget (Appendix A). Costs must be reasonable and appropriate to the area and scope of the project. Inappropriate costs will be disallowed before evaluation.
15. **Project Summary:** Attach a completed Summary Sheet (Appendix B).



# APPENDIX A: BUDGET

	USFWS Funds Requested	Other Federal Funds	Non-Federal Cost Share	
			Cash	In-Kind
<b>1) Personnel:</b> #Hours Hourly Rate				
<b>Subtotal Personnel</b>	\$	\$	\$	\$
<b>2) Sub-contractors:</b> #Hours Hourly Rate				
<b>Subtotal Sub-contractors</b>	\$	\$	\$	\$
<b>3) Materials and Supplies:</b> #Units Cost/Unit				
<b>Subtotal Materials and Supplies</b>	\$	\$	\$	\$
<b>4) Operating Expenses:</b>				
<b>Subtotal Operating Expenses</b>	\$	\$	\$	\$
<b>Totals</b>	\$	\$	\$	\$
<b>5) Administrative Overhead Expenses:</b>	\$ _____			
<b>Total Project Budget</b>	\$ _____			
<b>Total Funding Requested (USFWS Funds Requested Plus Overhead)</b>	\$ _____			

## APPENDIX B - SUMMARY SHEET

<b>Project Title:</b>		
<b>Name, Affiliation, Address, and Telephone Number of Applicant:</b>		
<b>Project Objective:</b>		
<b>Location:</b> <b>State:</b> _____ <b>County:</b> _____ <b>Watershed:</b> _____		
<b>USGS Quad Name</b> _____ <b>Township:</b> _____ <b>Range:</b> _____ <b>Section(s):</b> _____		
<b>Quantification of Area to be Treated:</b>		
		Total Riparian Area _____ acres
Total In-stream Length _____ miles/feet	Total Upland Area _____ acres	
Total Roads Treated _____ miles/feet	Total Wetland Area _____ acres	
<b>Project Description and Proposed Treatment:</b>		
<b>Project Funding:</b>		
	\$ _____	% of Total _____ %
Requested	\$ _____	_____ %
Other Federal Dollars	\$ _____	_____ %
Non-Federal Cost Share	\$ _____	_____ %
<b>Total</b>	<b>\$ _____</b>	<b>100 %</b>
<b>Partners/Cooperators:</b>		